



**EDUCATION AND WORKFORCE DEVELOPMENT CABINET  
OFFICE OF VOCATIONAL REHABILITATION**

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**Beth Kuhn**  
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**UPDATE**

**SERVICE FEE MEMORANDUM**

CP-BM-07-08-08

**TO:** Office of Vocational Rehabilitation (OVR) Staff  
Branch Managers, Counselors, and Assistants  
CDPVTC Director, Case Management Director, and Counselor(s)  
Vanessa Denham, Client Assistance Program (CAP)

**FROM:** Pat Selch, Program Administrator  
Systems and Fiscal Management Branch

Victoria Reilly, Program Administrator  
Division of Program Services - Transition

**RE:** Community Work Transition Program (CWTP) Fee Schedule

**DATE:** April 11, 2016 Update Pat Selch  
June 30, 2014 updated  
June 15, 2012 updated  
August 1 2009 updated  
June 5, 2008 updated

The latest update reflects changes and updates to the transition program.

Prior to beginning CWTP students must be determined eligible for OVR services, must meet Order of Selection, and must have an Individual Plan for Employment or a Post School Outcome Goal written noting participation in CWTP as a necessary pre-employment transition service.

The following guidelines and fees pertain to the provision of services provided under the OVR Community Work Transition Program in collaboration with the Local School Districts, Human Development Institute – University of Kentucky and the Kentucky Department of Education:

### EVALUATION

SERVICE	FEE
<b>Orientation to Work</b>	<b>Up to \$500.00</b>
<ul style="list-style-type: none"> <li>One-time billable per student, available during sophomore year or three years prior to exiting high school</li> <li>Maximum of 20 hours at \$25 per hour</li> </ul>	
<ul style="list-style-type: none"> <li>Payable upon counselor receipt of invoice and <i>Orientation to Work Note</i> from Employment Specialist.</li> </ul>	
<ul style="list-style-type: none"> <li>Use Budget Unit Number (BUN) 6790 and Expenditure Code 10U.</li> </ul>	
<b>Initial Planning Meeting</b>	<b>\$ 50.00</b>
<ul style="list-style-type: none"> <li>One-time billable per student.</li> </ul>	
<ul style="list-style-type: none"> <li>Payable upon counselor receipt of invoice and <i>Initial Planning Meeting Note</i> from Employment Specialist.</li> </ul>	
<ul style="list-style-type: none"> <li>Use Budget Unit Number (BUN) 6790 and Expenditure Code 10U.</li> </ul>	
<b>Monthly Evaluation Services: Two 40 hour Terms – August 1 – December 31 and January 1 – May 31. May be authorized anytime during these timeframes but authorization terms must end either December 31 or May 31.</b>	<b>Up to \$1000 Each Term</b>
<ul style="list-style-type: none"> <li>Maximum of ten (10) months total, 2 Terms: August – December, January - May</li> </ul>	
<ul style="list-style-type: none"> <li>Unused months can be utilized in Training as reflected on Monthly Reports but authorization term does not have to be re-issued</li> </ul>	
<ul style="list-style-type: none"> <li>Payable upon counselor receipt of invoice and all <i>Monthly Evaluation Services Reports</i> from Employment Specialist upon attaining 40 hours of services within each term. At end of term, if less than 40 hours reported, take total hours X \$25 per hour for revised payment amount.</li> <li><b>Reports must be received monthly by the 5<sup>th</sup> of each month.</b></li> </ul>	
<ul style="list-style-type: none"> <li>Use Budget Unit Number (BUN) 6790 and Expenditure Code 10U</li> </ul>	
<b>Vocational Assessment</b>	<b>\$900.00</b>
<ul style="list-style-type: none"> <li>Payable upon counselor receipt of invoice and this report from Employment Specialist based on notes completed during the two evaluation terms. This comprehensive and approved report then forms the basis for OVR Counselor completing the Individualized Plan for Employment (IPE).</li> </ul>	
<ul style="list-style-type: none"> <li>Use Budget Unit Number (BUN) 6790 and Expenditure Code 10U.</li> </ul>	
<b>Final Planning Meeting</b>	<b>\$150.00</b>
<ul style="list-style-type: none"> <li>Payable upon counselor receipt of invoice and <i>Final Planning Meeting Note</i> from Employment Specialist.</li> </ul>	
<ul style="list-style-type: none"> <li>Use Budget Unit Number (BUN) 6790 and Expenditure Code 10U.</li> </ul>	

### TRAINING

<b>Monthly Training Services: Two 40 hour Terms – August 1 – December 31, January 1 – May 31. May be authorized anytime during these timeframes <u>following the attainment of the Vocational Assessment Report</u> but authorization terms must end either December 31 or May 31.</b>	<b>Up to \$1000 Each Term</b>
<ul style="list-style-type: none"> <li>Maximum of ten (10) months plus any months not used during Evaluation.</li> </ul>	
<ul style="list-style-type: none"> <li>Payable upon Counselor receipt of invoice and <i>Monthly Training Services Report</i> from Employment Specialist upon attaining 40 hours of services within</li> </ul>	

each term. At end of term, if less than 40 hours reported, take total hours X \$25 per hour for revised payment amount. .	
• <b>Reports must be received monthly and attached.</b>	
• Use Budget Unit Number (BUN) 6790 and Expenditure Code 35C.	

<b>Exit Interview</b>	<b>\$200.00</b>
• Payable upon counselor receipt of invoice and <i>Exit Interview Note</i> from Employment Specialist.	
• Use Budget Unit Number (BUN) 6790 and Expenditure Code 35C.	

<b>Job Placement</b>	<b>\$800.00</b>
• Can only be invoiced when the student leaves school with the employment outcome.	
• Payable upon invoicing and documentation by the Employment Specialist of job placement through the <i>Monthly Training Services Report</i> as well as submission of the <i>Job Placement Note</i> .	
• Use Budget Unit Number (BUN) 6790 and Expenditure Code 35C.	

<b>Employment Follow-up</b>	<b>\$200.00</b>
• Invoiced upon completion of 60 days of employment following exit from school.	
• Service must be invoiced by August 1.	
• Payable upon counselor receipt of invoice and <i>Employment Follow-up Note</i> describing follow-up services provided. Report must note the Consumer's employment status is stable.	
• Use Budget Unit Number (BUN) 6790 and Expenditure Code 35C.	

**Singular Services – for exiting students not participating in full CWTP services, not to be paired with CWTP services**

These students must have eligibility determined, meet the order of selection and have an IPE developed.

	<b>FEE</b>
<b>Career Assessment, example CareerScope</b> Report must be submitted	<b>\$250</b>
<b>Resume Development (screen references, cover letters, thank you notes)</b> Resume and additional work product must be submitted	<b>\$25 per hour, up to 4 hours</b>
<b>Job Search &amp; Resource Training</b> Report must be submitted	<b>\$25 per hour, up to 4 hours</b>
<b>Interview Skills Practice</b> Report must be submitted	<b>\$25 per hour, up to 4 hours</b>
<b>Obtain state picture ID/register to vote/library card/register at Career Center/Open bank Account</b> Authorization must include specific requested services, submit copies of attained documents for payment	<b>\$25 per hour, up to 4 hours</b>
<b>Internship, Volunteer Experiences</b> Paid report upon first day working, not less than a 3 week experience, maximum 3 per year Payment is for setting up the experience, not job coaching services	<b>\$300, maximum 3 times per year</b>
<b>Job Shadowing Experiences</b> Paid report following experience, short visit to potential business of interest Payment is for setting up the experience, not job coaching services	<b>\$300, maximum 3 times per year</b>
<b>Use Budget Unit Number (BUN) 6790 and expenditure code 35C</b>	

**COMPRESSED YEAR PROGRAM – One Year Program, Final Year in High School**

	<b>FEE</b>
<b>Final Planning Meeting</b> Meeting Note must be attached	<b>\$150.00</b>
<b>Monthly Evaluation Services: Up to Two 40 hour Terms – August 1 – December 31 and January 1 – May 31. May be authorized anytime during these timeframes but authorization terms must end either December 31 or May 31.</b> At end of term, if less than 40 hours reported, take total hours X \$25 per hour for revised payment amount. Reports must be received monthly and attached.	<b>Up to \$1000 Each Term</b>
<b>Vocational Assessment</b> Report must be attached & approved	<b>\$900.00</b>
<b>Monthly Training Services: Up to Two 40 hour Terms – August 1 – December 31 and January 1 – May 31. May be authorized anytime during these timeframes <u>following the attainment of the Career Assessment Report</u> but authorization terms must end either December 31 or May 31.</b> At end of term, if less than 40 hours reported, take total hours X \$25 per hour for revised payment amount. <b>Reports must be received monthly and attached.</b>	<b>Up to \$1000 Each Term</b>
<b>Exit Interview</b>	<b>\$200.00</b>
<ul style="list-style-type: none"> <li>Payable upon counselor receipt of invoice and Exit Interview Note from Employment Specialist.</li> </ul>	
<ul style="list-style-type: none"> <li>Use Budget Unit Number (BUN) 6790 and Expenditure Code 35C.</li> </ul>	
<b>Job Placement Report</b> Report must be attached	<b>\$800.00</b>
<b>Employment Follow-up Report</b> Report must be attached & must note the Consumer's employment status is stable.	<b>\$200.00</b>

<b>Supported Employment Consultation in Conjunction with Community Based Work Transition Programs</b>	<b>\$300.00</b>
<ul style="list-style-type: none"> <li>Should be invoiced on or after last day of school.</li> </ul>	
<ul style="list-style-type: none"> <li>Payable upon counselor receipt of invoice and all monthly notes from SE provider.</li> </ul>	
<ul style="list-style-type: none"> <li>Use Supported Employment Budget Unit Numbers Pre-ETS (BUN) 6793 and Expenditure Code 35N.</li> </ul>	

